

Explanation of Search Terms

Search Term Definition

Subject: Area of study e.g., LawJ or LawG (required field)

Course: Course number

Title: The title of the course from the course catalog. If you search by title, you can enter any part of the title for it to be found in the search

Credits: Total number of credits a course is worth

Campus: Law or Main

Part of Term: Session description for courses grouped by dates

Instructor: Course instructor

Attribute: Search for courses that meet a particular requirement

Start: Search for classes that start no earlier than specified time

End: Search for classes that end no later than specified time

Days: Search for classes that meet only on specified days

Keywords: Keyword search against Subject, Title, and Instructor

Description of Search Results Headers

CRN: Course Reference Number – Identifies a specific section of course

Subj: Letter code for the subject of the course

Crse: Number code for the Course Number

Sec: Course section

Cmp: Campus; LW=Law, MC=Medical, MN=Main

Title: Title of the course

Days: Days of the week the course meets

Time: Time of day the course meets

Instructor: Instructor(s) of course

Date: (MM/DD), Semester dates

Location: Location where the course will meet

Attribute: indicates course meets a particular requirement in the curriculum

Stay Tuned for More from MyAccess...

Future MyAccess services will include student account management and financial aid information.

MyAccess.georgetown.edu

Law Student Preregistration Guide

Log into MyAccess

MyAccess is the new Georgetown University student information system.

Go to myaccess.georgetown.edu and enter your NetID and password to log in. Be aware that after 30 minutes of inactivity, the system will automatically log you out.

Getting Help

For class and registration questions contact the Office of the Registrar at lawreg@law.georgetown.edu or (202) 662 – 9220.

For connection or login problems contact Information Systems Technology (IST) at helpdesk@law.georgetown.edu (202) 662 – 9284.

TIP!

There is no need to change the way you request courses. MyAccess Preregistration awards courses in the same manner as Student Access+. For more info, see <http://www.law.georgetown.edu/registrar/prereg/>

Preregistration

Check the Registrar's website for preregistration dates and details.

<http://www.law.georgetown.edu/registrar/prereg/>

Review Degree Audit and Transcripts

Go to myaccess.georgetown.edu and navigate to Student Access+ to review your Degree Audit and Transcripts.

Build, save, and submit your course requests

1. Go to myaccess.georgetown.edu
2. *Click* on **MyAccess**
3. *Log* into **MyAccess**
4. From the Main Menu *Choose* **Student**
5. *Choose* **Registration**
6. *Choose* **Preregistration**
7. *Choose* **Pre-Register** for Fall
8. *Enter* the **CRN** for a course section or *choose* **Search** to find your desired course
9. Repeat steps 8 and 9 to fill your Fall Preregistration requests
10. *Choose* **Save Requests**
11. Come back later to edit or *choose* **Submit Requests** and **Confirm** or **Cancel** your course requests
12. *Choose* **Pre-Register** for Spring
13. Repeat steps 8 through 11 to fill your Spring Preregistration requests

Reminder: Check Registration Restrictions!

Click on the CRN, then the course title. Any restrictions that exist will appear on the "Detailed Class Information" screen.

Completion – View Course Requests

From the Main Menu

1. *Choose* **Student**
2. *Choose* **Registration**
3. *Choose* **Preregistration**
4. *Choose* **View**

View your registration requests. If you are satisfied with your schedule then *select* **Exit** to log out of MyAccess.

Preregistration results will be available during the last week of June 2009.

Tip!

The key to selecting classes is the **CRN = Course Reference Number**

A CRN identifies a specific section of a course and is a 5 digit number. It will accompany every course listing, but is different from the course name and section (i.e. the CRN for LAWJ 121-05 in Fall 2009 is 12849).